Skyline College

Student Services Comprehensive Program Review: Suggested Timeline of Completion

FIRST SEMESTER		
MONTH	**TASK**	**PERSON RESPONSIBLE**
February	☐ Attend the Institutional Effectiveness Committee's CPR Orientation. ☐ Arrange for: (a) a one-hour meeting in February with PRIE about current evaluation practices, and (b) a one-hour CPR Kick-off meeting in April with PRIE and all full-time program faculty/ staff and relevant stakeholders. E-mail Karen with three meeting options for each meeting.	
	☐ Post- Orientation, review and update the status of completed and continuing goals from the past CPR and APPs. Input them in the Platform. (1.D.i, 2.A, Improvement Platform's 'Step 2: Goals and Resource Requests')	
Late February/ Early March	☐ Meet with PRIE about current evaluation practices. Take inventory prior to the meeting, as well as additional data needed. Request help with disaggregation if inputs include student IDs. *Request additional data if needed by June.* (3.A, 3.B, 3.C, 3.D, 3.E, 4.B, 4.D, 4.E, 4.F)	
March	☐ Attend the IEC's CPR work session to begin to draft responses to questions and gain experience navigating in the Improvement Platform. (3.A, 3.B, 3.C, 3.D, 3.E, 4.B, 4.D, 4.E, 4.F)	
	☐ Update PSLO and course SLO result entries in the Improvement Platform and if needed, meet with PRIE on how to draw from the dashboards for the SLO questions. (4.A, 4.G, 4.H)	
April	☐ Meet with PRIE, all full-time program faculty/ staff and relevant stakeholders for a CPR Kick-off meeting to tackle CPR holistically and strategically. *Request additional data if needed by June.*	
	☐ Review external impacts on the program. (2.B)	
April/ May	☐ To anticipate the second semester's curriculum related tasks, particularly changes to the course outlines of record, attend the workshop that will be hosted by the Curriculum Committee, CTTL instructional designers, and SLO coordinator - date to be determined. It will prepare you for the optional Summer Curriculum Institute. (3.E.iii, 4.H)	

MONTH	TASK	PERSON RESPONSIBLE
April/ May	☐Consult with your dean about FTES and questions related to the program personnel section so as to anticipate needs. (1.E)	
Summer	☐ Meet with PRIE to determine and plan for the student voice component if none exists. Surveys should be administered no later than the fall. (4.G)	
	☐ An optional Curriculum Institute will be hosted by the CC, CTTL, and PRIE, dates to be determined, to update course outlines of record.	

SECOND SEMESTER		
MONTH	**TASK**	**PERSON RESPONSIBLE**
August	☐ Continue updating course outlines of record (CoRs). ☐ Doublecheck with your division Curriculum Committee (CC) representatives about the submission schedule of CoRs to ensure they're updated and approved per the CC's procedures.	
August/ Early September	☐Consult with departmental colleagues to review the list of program achievements. (2.A)	
	☐Optional (for programs who do not have a student input component and need to determine and plan for one): Meet with PRIE, and implement as soon as possible. (4.C)	
September	☐Identify the Values with which your program aligns and draft how they align. (1.D.ii) ☐Consult with departmental colleagues to list pertinent professional development. (1.F)	
October	☐ Consult with IEC CPR Team. (3.A, 3.B, 3.C, 3.D, 4.B, 4.D) ☐Consult with your dean to discuss CPR Draft #1, particularly the program goals – including resource requests, and the evaluation of the program that provides a basis for the goals.	
November	☐ Consult with the IEC CPR Team about the program goals and how they emerged from the evaluation of your program's effectiveness. (Improvement Platform's 'Step 2: Goals and Resource Requests')	

☐By Nov. 15, draft responses in the Improvement Platform to the CPR 'Access' and 'Effectiveness' sections, and 'Step 2: Goals and Resource Requests.' Solicit input from your dean about goals, and align the goals with the Educational Master Plan.	
☐Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

THIRD SEMESTER		
MONTH	**TASK**	**PERSON RESPONSIBLE**
January	☐By the designated January date, complete all sections of the CPR in the Improvement Platform for Draft #2 to receive feedback.	
January/ early February	☐Complete analysis of student input component if delayed. (4.C)	
February	☐Consult with the IEC CPR Team for formative oral and written feedback on CPR Draft #2, revise as needed.	
	☐Solicit feedback on the CPR Draft #2 by your dean and revise as needed.	
March	☐ Check that curriculum related tasks are completed. (4.I)	
	☐Finalize 'Step 2: Goals and Resource Request' in the Improvement Platform.	
March/ April	☐ Participate in the CPR Share Outs.	
	☐Download the CPR from the Improvement Platform and submit it on the Friday before spring break or by April 1, whichever comes first.	

Red: IEC Team, PRIE, and Curriculum Committee/ Instructional Designer Consultations for Those with Courses

Prompts in GREEN apply only to student service programs with courses: Counseling, Educational Access Center, and the Learning Center.